

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 34 PAGES
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE December 11, 2003	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) Guantanamo Bay, Cuba	
6. ISSUED BY CODE DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN ROAD, SUITE 4950 FORT BELVOIR, VA 22060-6222 MONICA T. FASS/703-767-9326/FAX: 703-767-9338 Monica.Fass@dla.mil		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(X)	9A. AMENDMENT OF SOLICITATION NO. SP0600-04-R-0001
			X	9B. DATED (SEE ITEM 11) October 31, 2003
				10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc). SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Solicitation SP0600-04-R-0001 is amended to revise the Performance Work Statement (PWS) for NS Guantanamo Bay, Cuba by removing pages 1, 4-12, 19-21, 27, 31-33, 36, 56, and 59-61 and replacing them with pages of the same number, dated 12/11/03. The summary of changes as well as responses to offeror questions is attached.

A list of preproposal conference attendees is also attached.

GTMO Special Conditions is attached for reference purpose only. Prices and policies on NS Guantanamo Bay are subject to change.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

**SUMMARY OF CHANGES TO
Performance Work Statement (PWS)
SP0600-04-R-0001
Amendment 0002
NS Guantanamo Bay, CU**

1. Changes to the Performance Work Statement (PWS), see attached pages. Note that all page number references are to the new page numbers.

C-1.1.1, Responsibilities, Page 1: Delete the words, “and identified herein” at the end of the sentence.

C-1.1.2, Facilities, General, Page 1: In the next to the last sentence, add “to Leeward Point, to the end of the sentence.”

C-1.2.1, Mission Support Functions, Page 1: Change bullet three to read, “Fuel services (issue and defuel) of aviation, ships propulsion, and ground fuels via truck, fixed pier facilities to service ships, small craft, and other water borne vessels”

C-1.4.12, Migrant Operation Plan, Page 4: Add Section C.1.4.12 regarding migrant operations.

C-1.5.1 Assistance, Page 4: In line 2 of the section, change “72” to read “96.”

C-1.6.2 Information, Page 5: In the fifth sentence following the word “deployment” add the phrase “ship movements/deployment schedules.”

C-1.6.3, Outlook, Page 5: Add the sentence, “Furthermore, with the realignment of basing and operations within the Caribbean, barge operation, the servicing of ships at anchor by barge, for which there is no historical workload data are being considered at NS Guantanamo Bay. Such barge operation would include the preventive/operator maintenance of the barge and the operation of the barge during issue and refill operations.” to the body of the section.

Table 1, Hours of Operation, Page 6: See the changes to Notes (4) and (9) following the table.

Pages 4 thru 12 are included and have been repaginated.

C-2.2.2.3.2, Direct Fuel Servicing Equipment, Page 15: Change the Section to read, “There are no Direct Fuel Servicing requirements at NS Guantanamo Bay; however, future projects may incorporate Direct Fueling Systems.”

C-2.3.4.3, Boat Operations, Page 19: Add the following section regarding small boat operations, “Small craft/boat operations relevant to pier/ship receipt and issue operations as well as the visual survey of the waters under which the submerged Windward to Leeward Point pipeline traverse will require contract personnel to operate the two small boats provided by the Government, see Appendix B, Government Furnished Equipment, Supplies, and Services. Contract personnel who will be required to operate such boats shall be trained as a coxswain or have two (2) years experience in small boat operations and certified by the Contractor as trained and capable of small boat operation. A Contractor provided a certification card/form or letter of certification that shall be carried by all boat operators.”

Pages 19 and 20 have been repaginated.

C-2.5.1.1, Equipment, Page 21: Note that the term “truck” has been changed to “truck(s)” and “maintain” to “maintained.” Also note that the contractor, “shall furnish dual product ground fuel servicing truck(s) configured in accordance with Section C-3.1.5, Ground Fuel Delivery Trucks, and take possession of, maintain, and operate the ground fuel servicing equipment.”

C-2.12.2.3, Grounds Maintenance (C), Page 27: In the second sentence, after the term, “Oil Point pipeline alley,” and the descriptive phrase, “a culvert approximately 1500 feet in length, 10 feet wide, and 8 to 12 feet deep.” Change the last sentence of the section to read, “Vegetation within these controlled areas, pipeline channels, alleys, and culverts shall be continuously monitored and kept at minimum level/height.”

C-2.12.2.36, Vehicles and Boats, Page 31: Note the change to the section title, “and Boat” and the inclusion of the term “and boats” throughout the section.

C-2.12.2.36.2, Utility Vehicles (C), Page 32: Change the first sentence to read, “Vehicles other than those noted above, pick-ups, vans, utility vehicle, and All Terrain vehicles (ATVs) as may be available will be provided to the Contractor.”

C-2.12.2.36.3, Small Craft (Boats) (Q), Page 32: Add the following section regarding small craft, “Two (2) small watercraft with outboard engines, see Appendix B, Government Furnished Facilities, Supplies, and Services, will be provided to the Contractor. The same care and maintenance standards as noted above apply; however, should a boat become uneconomical to repair and operate, the Contractor shall return it to the Government. If the boat returned is still required in performance of the contract, it shall be replaced/purchased by the Contractor. Title to any boat purchased by the Contractor shall remain with (the property of) the Contractor.”

Table 4, Training Requirements, Page 33: Add the following training requirement, “Coxswain Training/Certification (Contractor provided).”

C-2.16.4, Patrols and Guards, Page 36: Change the section to read, “Except for the personnel requirements noted within this section, contractor furnished security guards are not required. However, controls commensurate with the established FPCON and as outlined within COMNAVBASEGMTOINST 5531.1*, Antiterrorism/Force Protection/Security Plan, shall be implemented. Subcontractors requiring more than single entry access to controlled areas, i.e., multiple hours/days of or continuing work, will control access, i.e., ensure entry access is monitored, for the area in which they are contracted to work.”

Appendix A, Government Furnished Facilities, Page 56: The appendix has been changed by adding the Fuels Laboratory, Contractor Office, Employee Rest Area, and two (2) Maintenance buildings at Oil Point.

Appendix B, Government Furnished Facilities, Page 59: The appendix has been changed by adding the Vehicle Maintenance building 1569 at Leeward Point.

Appendix B, Government Furnished Equipment, Supplies, and Services, Page 60 and 61: Note the changes to “Laboratory Equipment,” “Utility Vehicles,” the inclusion of “two (2) WestMor refuelers”, “two (2) ATVs”, and “two (2) boats” as Government furnished equipment.

2. Offeror questions and responses.

1. Question. Can you please provide the total area, i.e., length and width of pipeline alley, which requires grounds maintenance?

Response. What is referred to as pipeline alley is a culvert through which the piping at Oil Point passes. It is approximately 1500 long, 10 feet wide, and 8 to 12 feet deep and has several pipelines of varying size running through it. It should be noted that vegetation control within this alley would most like be accomplished by hand pulling of vegetation therein and the use (if allowed by the base) of herbicides.

2. Question. Can you please provide a copy of Randy’s briefing?

Response. This briefing has been provided electronically. If you still require a copy, please contact Monica Fass at 703-767-9326..

3. Question. Per Section L, the Operation and Staffing Plan is limited to 10 pages, excluding resumes. This section also requires job descriptions but does not specifically exclude them from page count, as I suspect is the intention. Please clarify.

Response. Resumes and job descriptions are excluded from the 10 page requirement.

4. Question. What is meant by “shutdown staffing” mentioned in L201.100 B.1, (Fourth Bullet)?

Response. Please delete the phrase “and emergency operations/shutdown staffing.” found in clause L201.100(B)(1).

5. Question. I'm sure these questions were already asked and will be addressed in the next amendment. In case they were not addressed, please provide information on:

- a. Is a DOL Wage Determination applicable to this contract?
- b. If not, what are the current wages and benefits by labor classification?
- c. What are the housing costs for Management quarters?
- d. What are the berthing costs for unaccompanied employees?
- e. What is the cost for medical and dental services?
- f. Can the Offeror be provided a list of incumbent employees?
- g. Can the Offeror contact incumbent employees regarding future contract employment?
- h. Prior solicitation provided a "Specific Conditions for Guantanamo Bay" document, will a similar document be provide for this solicitation?

Response. A. No wage determination applies.

- b. This is proprietary information.
- c-e. Please contact the numbers provided in the Special Conditions section.
- f. No, as this is an evaluated factor, this information cannot be provided.
- g. Pursuant to Guantanamo Bay Special Conditions, para. 5, hiring of contractor on-base employees by offering higher wages or other amenities is not permitted unless a release from the employer is executed or the employee resigns and leave the Base for a minimum of 90 days.
- h. It is attached.

6. Question. During the site visit, Leeward side, a vehicle maintenance facility was shown adjacent to the Leeward gas station. Is this facility included in the contract and, if not, will the Government guarantee Fuels Contractor access to that facility so trucks do not have to be sent to Windward for maintenance?"

Response. The facility to which the offeror is referring, "adjacent to the Leeward gas station," is the existing Leeward Point vehicle maintenance area, a contractor operated facility. It may have been referred to as a maintenance facility or area but was not offered or referred to, as an area the fuel contractor would have access to. The Leeward facility offered and entered was building 1569, a stand alone facility next to what was once the refueling parking area at the East end of the Leeward area.

7. Question. Section C-1.9.2.5: Is this a new requirement under this contract to provide Aircraft Servicers?

Response. No, see Section C-1.9.2.1, General, which indicates that, "The personnel/position descriptions sited within this section do not necessarily dictate or imply that all will be specified or required to staff the activity for which this performance work statement is written. In general, they are statements regarding skills that may be used to satisfy specific labor needs to man the functions outlined in Table 1, Hours of Operation. Since there is no requirements to hot refuel aircraft there is no requirement for Aircraft Servicers.

8. Question. Section C-2.12.2.3: Term "vegetation free condition" is not possible unless laying down pavement/ concrete. Please clarify.

Response. See changes to Section C-2.12.2.3, Grounds Maintenance.

9. Question. Section C-2.12.2.36 Vehicles: This paragraph indicates government will provide vehicles as listed in Appendix B, GFE. It includes fuel trucks, pickup trucks and vacuum truck; however, Section C-3.1.5 ground fuel trucks, indicates contractor shall provide ground fuel trucks. Similarly, Section C-3.1.8 vacuum truck indicates contract shall provide vacuum truck(s). Please clarify.

Response. Note that Section C-2.5.1.1, Equipment has been changed to show that the contractor shall provide some equipment as well as take procession of and maintain GFE.

10.Question. The Operating Hours for Aircraft Fuel Servicing Operations in Table 1, Hours of Operation for both Windward Point and Leeward Point indicate staffing is required 24 hours a day every day of the year. However, the notes to the table and to paragraph C-2.2.2.2 imply that 24 hour a day staffing is not required. In fact, the note after paragraph C-2.2.2.2 states

the response time for services is 30 minutes “outside of normal duty hours....” If normal duty hours were 0000-2400 what would be considered outside of normal duty hours?

Response. See the change to notes (4) and (9) to Table I, Hours of Operation.

11. Question. The Government-furnished equipment (GFE) indicates a vacuum truck and a forklift will be provided. Section 3 directs Contractor-furnished equipment to include a vacuum truck and forklift. Is the GFE list in error, or are two of these pieces of equipment required?

Response. Note that Section C-2.5.1.1, Equipment has been changed to show that the contractor shall provide some equipment as well as take possession of and maintain GFE.

12. Question. I noticed some of the labor categories require American Nationals. However, are Cuban nationals allowed to work in the other positions? Or is this work all supposed to be performed by American nationals only?

Response: There is no requirement for American nationals. The majority of the work force is from Haiti, Jamaica, or the Philippines. Except for the 4 or 5 grandfathered Cuban nationals currently working on Guantanamo Bay, Cuban nationals cannot be recruited.

13. Question. As the place of performance is located in Cuba, is there a Cuba Union that works with the current contractor? If, so please provide the point of contact.

Response. There is no union.

C-1.0 GENERAL

C-1.1 Description

C-1.1.1 Responsibilities: This Performance Work Statement (PWS) is established to identify the responsibilities of the Alongside Aircraft Refueling Contractor (AARC), hereafter referred to as the Contractor, to manage, maintain, and operate Government owned fuel facilities and equipment at **Naval Station (NS) Guantanamo Bay (Leeward Point Field and Windward Point)**, CU, hereafter and collectively referred to as **NS Guantanamo Bay**. Furthermore, this PWS establishes the Contractor's responsibility to manage, maintain, and operate Government furnished mobile fuel servicing equipment as well as to provide, maintain, and operate specified vehicles and equipment required to support the facilities, equipment, vehicles, ships, and aircraft assigned to and as may transit, deploy to, or exercise from NS Guantanamo Bay.

Note

Unless specified otherwise, i.e. *two (2) 20,000-barrel jet fuel tanks*, all figures, tables of figures, and data regarding the receipt, movement, issue, measurement, and inventory of products, to include cryogenics products, are stated in US Gallons.

C-1.1.2 Facilities, General: The NS Guantanamo Bay fuel facility is a complex system of tank farms located on the Windward and Leeward Point operating sites separated by Guantanamo Bay. Fuel storage facilities consist of five (5) widely separated tank farms, Lassiter, Happy Valley, Gasoline Hill, and Oil Point on the Windward Point, and the JP5 tank farm (unnamed) at Leeward Point. For the most part, products are received by tanker/barge at the tank farms on the Windward Point and subsequently redistributed within those tank farms to support visiting ships and to facilities such as the base power and desalinization plants. JP5 is transferred from Windward Point to the Leeward Point tank farm by a buried/underwater pipeline. Windward Point, primarily an afloat and base fuel support system, consist of the aforementioned tank farms, two piers, a wharf, an automated services station, the fuel laboratory, ground fuel truck fillstands, and various other fuel facilities as outlined in Appendix A, Government Furnished Facilities. Leeward Point, the airfield facility, consists of the JP5 tank farm, a fillstand facility that also serves as the refueler parking area, a small F76 storage facility, and an automated service station which are also outlined in, Appendix A, Government Furnished Facilities. As noted, JP5 is supplied by pipeline from Windward Point to Leeward Point. Ground fuels for the Leeward Point service station and F76 storage facility are delivered by tank truck that must be transported from Windward Point to Leeward Point by barge.

C-1.2 Mission

C-1.2.1 Mission Support Functions: NS Guantanamo Bay is responsible for the receipt, storage, distribution, quality, and accounting for DLA owned petroleum products used for the support of authorized Government activities assigned to or as may transit, deploy to, or exercise from NS Guantanamo Bay port and airfield. A US Customs Service (USCS) aviation unit, the United States Coast Guard (USCG), and a Joint Task Force (JTF) are currently assigned and supported in varying degree ranging from ground fuel support to aircraft and ships services. In support of these missions, the Contractor shall be responsible for the following fuels management functions.

- ✓ Bulk product, aviation, ships propulsion, and ground fuel, receipt, storage, handling, and issue operations
- ✓ Fuel services (issue and defuel) of aviation fuels to aircraft, ground support equipment, and facilities using mobile fuel servicing equipment
- ✓ Fuel services (issue and defuel) of aviation, ships propulsion, and ground fuels via truck, fixed pier facilities to service ships, small craft, and other water borne vessels
- ✓ Fuel services (issue and defuel) of ground fuel products via mobile fuel servicing truck
- ✓ Fuel services (issue) of ground fuel products via pipeline to fixed facilities
- ✓ The operation of the manual/automated service stations to include receipt of products
- ✓ Product quality surveillance, sampling and testing, and fuel laboratory operations
- ✓ Fuel accounting and administrative functions to include the management of Fuels Automated System (FAS), Fuel Enterprise Server (FES), and other automated accounting/data gathering chip, key, and card systems as they apply to petroleum functions
- ✓ All maintenance of the Contractor and Government furnished vehicles assigned to fuels management function

C-1.4.10 Security Plan: A detailed security plan as summarized in Section C 2.16, Security, shall clearly identify Contractor responsibility for maintaining the security of Government facilities, equipment, data processing computer systems, and materials, as well as any Contractor furnished equipment, tools, and materials. *The Security Plan shall be submitted to the contracted activity within 60 days after contract award.*

C-1.4.11 Training Plan: The Contractor shall publish a comprehensive plan outlining training requirements and objectives, see Section C-2.13, Training and Records Keeping. It shall list course and subject titles, provide a brief description of the subject, identify training sources and the employees to be trained (by job classification), establish the frequency of training, and detail the method of monitoring plan compliance. Training required by state and local governments, i.e., Marine Terminal Operator, shall also be included. *See Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31, regarding the submission of a summary Training Plan. The complete training plan shall be provided to the contracted activity during the contract turnover.*

C-1.4.12 Migrant Operation Plan: The base Migrant Operation Plan provides guidance regarding the containment, care, and support those migrant persons who may be detained at NS Guantanamo Bay and the Joint Task Force as may be deployed to undertake implementation of any such operations. From a fuel support perspective, the plan will provide for increased ground fuel support; however, increased aircraft and ship fuel support activities may also be required. In concert with the SOUTHCOM 6115 FUNCTIONAL PLAN, the Contractor shall provide a conceptual fuel support plan for the support of migrant support operations. *A complete Migrant Operation Plan shall be provided to the contracted activity within 90 days of contract turnover.*

C-1.5 Contract Turnover

C-1.5.1 Assistance: In the event of a Contractor change and contract turnover, the successor Contractor shall, during the last 96 hours of the expiring contract, be provided assistance by the outgoing Contractor and the COR in accomplishing a joint facilities turnover inspection. The inspection shall provide for a facilities walk-through and property inventory (validation/update of Appendix A, Government Furnished Facilities and Appendix B, Government Furnished Equipment, Supplies, and Services), product sampling and testing, and a complete product inventory.

C-1.5.2 Access: On contract award, the successor contractor shall be granted access to the base and all contracted facilities to survey those facilities and observe operations necessary to the drafting of the detailed plans required under Section C-1.4, Detailed Plans, above. During the last two weeks of the expiring contract, the outgoing Contractor shall permit personnel of the successor Contractor access to all contracted facilities to observe operations.

C-1.6 Planning Information

C-1.6.1 Workload Planning: Based on the workload data reflected by the various tables and exhibits of this PWS, the Contractor should plan to issue approximately 280,000 gallons of jet fuel to some 231 aircraft per month; however, workload surges of 358,000 gallons (March 02) to as many as 384 aircraft per month (March 02) have occurred. In addition, the Contractor should plan to issue approximately 850,000 gallons of F76 in the form of 85 pipeline issues to ships and the base power/desalinization plant per month. Again, surges of, 1,100,000 gallons (October 02) or 187 issues (May 03) per month have occurred. The Contractor should also plan to undertake, as outlined herein, ground fuel delivery and vacuum truck operations as defined by and within the time frames established by Table 1, Hours of Operation. With regard to the latter ground services tasks, the Government reserves the right to reprioritize/redirect such operations, change established schedules, and to add/delete delivery/collection points as may be required by the Government and directed by the COR without change to the contract or cost to the Government.

C-1.6.2 Information: Workload information for specific fuel services, i.e., the receipt, movement, and issue of products, quality surveillance, accounting, and other workload factors, are quantified to some extent in the various sub-sections of Section C-2.0, Specific Tasks. The various exhibits to this PWS provide a more detailed view of product receipts and issues, and fuel services by truck and direct refueling systems, as may be applicable, in terms of total services by day and month, and average daily workload in four (4) hour increments. However, unforeseen workloads such as the testing of fuels after normal laboratory duty hours or contingency support of any type are not quantified. The data outlined herein is historic information provided to serve as the planning baseline for the fuel services functions. Based on this historic information coupled with real time flight operations schedules, aircraft/squadron deployments, ship movements/deployment schedules, and exercise/training schedules provided by the base, the Contractor shall be fully responsible for adjusting levels of and providing personnel to meet workload demands for day-to-day flight operations, ship support and services, exercises, and other real time workload variances that may affect fuel services operations. As an aid to the Contractor, the contracted activity will, to the extent possible and practical, provide daily flight schedules, exercise/deployment schedules, identify all known and scheduled events the contractor will be responsible for supporting, and provide the Contractor schedules, correspondence, and message traffic regarding all such events.

C-1.6.3 Outlook: Discussions with Supply, and Fuels Management regarding the current and future mission of NS Guantanamo Bay and the projects outlined in the Exhibit of Fuel Management Projects, indicate an effort to consolidate and centralize the product storage functions and to improve on current methods of operation. System improvements and upgrades projects may well create added workload; however, the extent of that workload is unknown at this time. Furthermore, with the realignment of basing and operations within the Caribbean, barge operation, the servicing of ships at anchor by barge, for which there is no historical workload data are being considered at NS Guantanamo Bay. Such barge operation would include the preventive/operator maintenance of the barge and the operation of the barge during issue and refill operations. This outlook and the extent of current projects do not preclude fundamental changes in mission, support flight schedules, and assignment of units as may be undertaken by the Department of Defense, the Navy, or other agencies that may be tasked to operated from NS Guantanamo Bay. The Contractor will be notified as the requirement for long-term changes are made known and contract adjustments are deemed necessary and appropriate.

C-1.7 Operating Hours

C-1.7.1 Contractor Coverage: The Flight Information Supplement (FLIP) provides no specific hours of operation for NS Guantanamo Bay, Leeward Point Field; however, the airfield is subject to activity 24 hours per day, seven days a week, year round. Within its current mission mandate, Windward Point, the industrial center and port facility, is also subject to activity 24/7/365. As a rule, Table 1, Hours of Operation, establishes the hours for the fuel services activities at NS Guantanamo Bay in its entirety. The Contractor shall provide immediate and continuous fuel support services within the response time established in Section C-2.2.2.2, Response, for the hours specified in Table 1, Hours of Operation; however, the Contractor shall be fully capable of responding to the demand for all fuel support and services anytime, 24 hours per day, year-round, including holidays.

NOTE

As used above, "shall be fully capable of," should not be construed to mean or imply a requirement for full time staffing outside the hours specified in Table 1, Hours of Operation; however, see the note following Section C-2.2.2.2, Response.

C-1.7.2 Labor Categories: Offers shall include all labor associated with all specified operations in the price for the appropriate Contract Line Item Number (CLIN). Work that is considered outside of normal operating hours, i.e., the servicing of ships or the receipt of resupply tankers outside the hours specified the Table 1, Hours of Operation or real time contingencies, will be reimbursable as outlined in Section C-4.3, Augmentation. The Government will reimburse the contractor only for approved augmentation worked by "service personnel," as described in Section C-1.9.2, Service Personnel. Essential personnel as listed in Section C-1.9.1, Essential Personnel, are a part of the Contractor's Management Team and shall not be considered to be "service personnel" as defined by Section I, Clause I100, Service Contract Act of 1965, as amended.

C-1.7.3 Hours of Operation: The following is a table of petroleum functions for which the Contractor shall be responsible. The table clearly specifies the days of the week and the hours of the day each function shall be manned with qualified personnel and fully capable of accomplishing the assigned workload and/or performing common operator tasks necessary to assist other persons or parties that may be tasked to survey, inspect, monitor, adjust, refurbish, repair, or replace the equipment, systems, or facilities applicable to a function. Tasks commonly associated with a given function, ground fuel deliveries for example, will normally be accomplished within the hours specified. Empty cells indicate that a function is not normally manned for the day(s) indicated by the column heading.

NOTE

The following table defines the days of the week and hours of operation for which the Contractor shall be responsible for providing immediate support/services. The table does not dictate or account for pre-operations equipment inspections, quality surveillance, or maintenance requirements, nor does it dictate the level of manning required to provide the support required.

Table 1 Hours of Operation

Hours of Operation (by function)			
Function ⁽¹⁾	Monday-Friday	Saturday	Sunday/Holidays
Windward Point			
Site Manager (SM)	Duties as Required		
Assistant Site Manager (ASM)	Duties as Required		
Inventory and Accounting ⁽²⁾ (AC/F)	0730-1630	0730-1630	0730-1130
Bulk Storage Operations ⁽³⁾ (FDSO/FDSM)	0730-1630	0730-1630	0730-1130
Pier/Wharf Fuel Services ⁽⁴⁾ (FDSO/FDSM)	0000-2400	0000-2400	0000-2400
Power/Desalinization Plant Resupply ⁽⁵⁾ (FDSO)	0730-1130	0730-1130	0730-1130
Ground Fuel Delivery ⁽⁶⁾ (FDSO/D/SO)	0730-1630	0730-1630	0730-1130
Service Station Operations ⁽⁷⁾ (FDSO)	Manned as Required		
Quality Surveillance (FDSO/FLT) ⁽⁸⁾	0700-1600	0700-1100	0700-1100
Vehicle Maintenance (MVM/D/SO)	0730-1630	0730-1630	
Aircraft Fuel Servicing Operations ⁽⁹⁾ (FDSO/D/SO)	0000-2400	0000-2400	0000-2400
Leeward Point			
Aircraft Fuel Servicing Operations ⁽⁹⁾ (D/SO)	0000-2400	0000-2400	0000-2400
Bulk Storage Operations ⁽³⁾ (FDSO/FDSM)	0700-1700	0700-1700	0700-1100
Ground Fuel Delivery ⁽⁶⁾ (D/SO)	0730-1630	0730-1630	0730-1130
Service Station Operations ⁽⁷⁾ (FDSO)	Manned as Required		
Quality Surveillance (FDSO/FLT) ⁽⁸⁾	0700-1700	0700-1700	0700-1100

- (1) The entry following the functional description is the code for the employee/worker that would normally fill the position applicable to that function. See Section C-1.9.1, *Essential Personnel*, and Section C-1.9.2, *Service Personnel*. An indented line of activity indicates it is or may be a collateral duty of the preceding line. The specific time segments, i.e., Ground Fuel Delivery, Monday-Friday, 0700-1700, are provided for basic planning purposes. These specific time spans should not be construed to mean or imply that the function is undertaken only for the specified time indicated. As noted in Section C-1.7.1, *Contract Coverage*, "the Contractor shall be fully capable of responding to demands for "all" fuel support and services anytime, 24 hours per day, year-round."
- (2) To include the manning as may be required to perform all accounting, inventory reconciliation, and associated administrative tasks relevant to end-of-month/fiscal-year inventories that fall on a Saturday, Sunday, or a holiday. See Section C-2.16, *Security*, regarding security clearances and access to Government computer systems.
- (3) To include the manning as may be required to conduct end-of-month/fiscal-year inventories that fall on a Saturday, Sunday, or a holiday and the manning for extended tanker receipt and ships services operations. See the *Exhibit of Product Receipts* and the *Exhibit of Product Issues* for basic planning data. Weekend and holiday hours represent the required Power/Desalinization Plant resupply operations.
- (4) Indicates the time/day of the week tanker receipt and ships services shall be available and undertaken, but not necessarily the manning picture for the hours shown. See the line for Bulk Storage Operations.
- (5) Required Power/Desalinization Plant resupply operations.

- (6) Ground fuel delivery, to include all grades of automotive gasoline, diesel fuel, heating oil, and jet fuel used in lieu of diesel servicing operations, may be a collateral duty to the driver/operators that provide aircraft fuel-servicing support. Also see Section C-2.4.3, Alternate Issues, Method, and Manning, regarding alternate ground fuel (service station) support operations.
- (7) An automated 24/7 service station manned only to the extent necessary to undertake system inspections, perform PM and inventories, and to receive products; however, see Section C-2.4.3, Alternate Issues, Method, and Manning regarding alternate ground fuel (service station) support operations.
- (8) Qualified persons assigned to the Bulk Fuel Storage operations, or as noted in (10) below, may perform fuel laboratory duties. The Contractor shall also, to the extent required and requested, sample equipment, facilities, and aircraft defuels and perform quality testing necessary to satisfy weekend/holiday quality surveillance workload.
- (9) Indicates the time/day of the week aircraft services shall be available.
- (10) Includes mobile (truck) cold refueling/defueling of aircraft assigned to and as may transit, deploy to, or exercise from the contracted activity. Operators assigned to and live at Leeward Point shall be multi-functional, qualified in a full range of fuels management operations that include but are not necessarily limited to, bulk storage operation to include pipeline receipts, aircraft fuel servicing operations, service station and ground fuel delivery operations, quality surveillance, inventory, preventive maintenance, and FAS data input.

C-1.8 Staffing

C-1.8.1 General: The Contractor shall provide the management and supervisory staff and labor to accomplish all petroleum receipt, storage, product handling, and issue operations, as well as all the related tasks identified in Section C-2.0, Specific Tasks. The Contractor's staffing shall be flexible and fully capable of meeting the demands of multiple aircraft servicing operations via mobile refueler, ship services and receipt operations, and ground fuel support. Furthermore, the Contractor shall staff to undertake all required service station, quality surveillance, accounting, and other related services as may be outlined herein.

C-1.8.1.1 Knowledge and Skills: The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet the performance standards for those tasks and comply with all applicable Federal and state laws, regulations, and code. All employees shall be able to read and understand English (be literate) to the extent they can understand and follow oral instructions/directions, read and understand instructions, directives, regulations, and operating procedures, detailed written orders, and training materials, and be capable of writing in English to compose reports that convey complete thoughts. All employees shall be capable of performing basic numeric operations (addition, subtraction, multiplication, and division) and the use of numbers as they relate to ledgers, logs, and forms, meters, gauges, and measuring devices such as tapes, thermometers, hydrometers, and other instruments as may be used during the receipt, handling, inventory and issue of petroleum products.

C-1.8.1.2 Employment Standards: All employees or persons who may be hired to represent, perform on behalf of, or work under the management of the Alongside Aircraft Refueling Contractor (AARC) shall comply with all Federal, DOD, Navy/USMC, and station/base regulations, instructions, guidelines, and policy regarding employment at and entry to NS Guantanamo Bay. The Contractor shall be responsible for keeping abreast of and ensuring employee adherence to DOD and base regulations and policy relevant to the presents of employees on station and shall ensure that all such persons meet the requirements of employment and conform to the rules regarding, but not necessarily limited to, security, clearance, and identification policy, vehicle registration and operation of a POV on station, medial assistance, the use of the exchange and military facilities, and other local rules, guidance, or prohibitions that may apply to their entrance to and activity or employment on station.

C-1.9 Qualifications

C-1.9.1 Essential Personnel

C-1.9.1.1 General: Essential personnel, the corporate executive officer, the on-site manager, and the on-site assistant manager (if specified) shall have the education, training, background/experience, and skills required and necessary to make fiscal and management decisions, direct personnel, and work with individuals at all levels and corporate management and military command.

C-1.9.1.2 Resumes: As outlined in Section L, Instructions, Conditions, and Notices to Offers or Quotes, Clause L2.31, a resume shall be submitted for essential personnel, the Corporate Executive Officer, the Site Manager, and the Assistant Site Manager.

C-1.9.1.3 Corporate Executive Officer: To assure continuity between the contracted location/activity and corporate office, the Contractor shall employ an executive who, for the duration of the contract, can make fiscal and administrative decisions concerning this contract. He/she shall have a complete understanding of the terms and conditions of this contract and shall be experienced in the operation and maintenance of fixed and mobile fuel systems to the extent outlined herein.

C-1.9.1.4 Site Manager (SM): The Contractor shall employ an experienced site manager. His/her experience shall be relevant to the equipment and facilities assigned and installed and shall include:

- ✓ The management, operation, and maintenance of bulk fuel storage and distribution systems/facilities to include the receipt of products by and issue to ships moored at pier and wharf facilities
- ✓ The management, operation, and maintenance of mobile (aviation and ground) fuel servicing equipment
- ✓ The management, operation, and maintenance of direct aviation fuel servicing equipment and facilities
- ✓ The management, operation, and maintenance of service station (manual/automated) facilities
- ✓ The management, handling, and disposition of used oil and/or recyclable fuel products
- ✓ The quality surveillance of aviation and ground fuel products and support applicable to the contracted activity
- ✓ Aviation and ground fuel inventory, accounting, and administration principles and practices
- ✓ Practical experience in the basic design and layout of petroleum facilities, component makeup and flow characteristics of storage piping systems, and the ability to read and understand basic drawings, blueprints, and system specifications is also desirable

He/she shall have had a minimum of five (5) years experience in petroleum services operations. Two years of that experience shall have been supervisory gained within the five years immediately prior to the contract start date. That experience shall have been specialized supervisory training in bulk storage and fuel servicing operations with emphasis in equipment inspection, operation, maintenance, inventory management, and environmental compliance. Education, four years of college level courses in petroleum/industry related fields may be considered in lieu of experience.

C-1.9.1.4.1 Cryogenics: Not applicable under this contract.

C-1.9.1.4.2 Collateral Duties: Other than those administrative duties commonly associated with and carried out by an individual in a management position, the site manager shall not have collateral duties nor shall the position be a collateral duty.

C-1.9.1.5 Assistant Site Manager (ASM): The Contractor shall employ an assistant site manager. He/She shall meet the same qualifications as outlined for the site manager. Education may be substituted for experience. .

C-1.9.1.5.1 Collateral Duties: The assistant site manager may not have collateral duties. Assistant managers elevated to the manager position, short or long term, shall meet the collateral duty restrictions of the manager position.

C-1.9.1.6 Replacement of Essential Personnel: Should it become necessary to replace an essential person, the Contractor shall, to the extent possible, provide the Government advance notice and a resume of the proposed candidate that supports the experience requirements listed above. In an emergency, the installation of new essential personnel shall be followed by a resume of the proposed candidate within 10 working days. Essential personnel positions vacated for more than 45 consecutive calendar days shall result in reduced payment to the Contractor equal to the wages and benefits applicable to the position for the period exceeding the 45-day grace period.

C-1.9.2 Service Personnel

C-1.9.2.1 General: The personnel/position descriptions cited within this section do not necessarily dictate or imply that all will be specified or required to staff the activity for which this performance work statement is written. In general, they are statements regarding skills that may be used to satisfy specific labor needs to man the functions outlined in Table 1, Hours of Operation. These personnel/position descriptions do not necessarily differentiate between supervisory personnel and skilled labor but assume the Contractor will establish the appropriate management, supervisory, and operator/laborer structure best suited to the contracted activity. See Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31 regarding the identification of labor categories, skills, conformance of skills, collateral duties, and workforce structure. Manning as outlined in the Contractor's final accepted offer and as incorporated in the contract, shall establish the PWS/contract staffing levels.

C-1.9.2.2 Skills and Licenses: The tasks outlined herein may require employees have special or specific skills, training, certifications, permits, or licenses to operate specialized equipment, forklifts or cranes, for instance. The Contractor shall be fully responsible for evaluating facility, equipment, and task requirements and providing fully qualified personnel with the appropriate, licenses, permits, credentials, or training certificates needed to accomplish all tasks in accordance with all applicable DOD, USN and USMC, Federal, state, and local laws and regulations. Training certificates may be presented in lieu of licenses if no commercial equivalent license, i.e., forklift operator or cryogenic operator, exists. The Government reserves the right to request and review the records of persons assigned to sensitive and technical positions and functions within the fuel management arena.

Note

NAVFAC P-300, Management of Civil Engineering Support Equipment specifically forbids the issuance of OF-346 (US Government Motor Vehicle Operator's Identification Card) or NAVFAC Form 11260/2 (Construction Equipment Operator's License) to contract personnel.

Note

For the purposes of this PWS, the term "fuel servicing operations" shall be construed to include the handling of fuel products such as but not necessarily limited to turbine (jet) fuels, aviation gasoline, automotive gasoline, diesel fuel, heating oils, turbine fuels used in lieu of diesel fuel, used oil, recyclable jet fuel, and oily water.

C-1.9.2.3 Dispatcher/Computer Operator IV (D/CO) Each Fuel Management dispatcher/computer operator, hereafter referred to as a "dispatcher," shall be computer literate. He/she shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; install applications; send and receive email; and to use web browsers to send and receive information. He/she shall also be familiar with the use of Microsoft standard office products such as Word and Excel, other commercial off the shelf applications and utilities; and custom software as may be required to ensure that daily fuel operations are conducted in an effective and efficient manner.

C-1.9.2.3.1 Qualifications: Dispatchers shall be skilled in the use of the DESC Fuels Automated System (FAS). Those skills shall include the use of the real time dispatch system, the manipulation data within the Fuel Manager system and the related fuel management modules and status board systems. The dispatcher shall be capable to analyzing hardware/software related problems to maintain accurate input flow, data retrieval, and output validity and/or capable of effectively communicating with remote systems support personnel to resolve computer related problems. In addition, dispatchers shall be knowledgeable of radio communications, instructions/regulations pertaining to fueling and defueling of Government and civilian aircraft, and Government forms used to document aircraft fuel servicing. He/she must demonstrate familiarity with the layout of the base and outlying fields as well as the airfield and aircraft parking areas and restrictions applicable to servicing aircraft within those areas. Individuals acting as dispatchers, shall be capable of to communicate in English, both orally and in writing. Except for those administrative and accounting duties outlined within this PWS, dispatchers shall not have collateral duties.

C-1.9.2.3.2 Fuels Automated System (FAS): The incumbent Contractor and successor for a new contract period actively using FAS shall continue to provide FAS qualified dispatch personnel for the new contract period. New/first time Contractors shall arrange with the Naval Petroleum Office, Code RMB, to have dispatch personnel FAS trained and certified prior to the beginning of the contract start date. Initial FAS training of in place contract dispatch personnel and new contractor personnel will be provided by the Government. Once initial (Government) training of contract personnel has been provided, the Contractor shall be responsible for the continued training of dispatch personnel within the contract organization. Additional DESC funded training of contract personnel may be made available on submission of justification to NAVPETOFF RMB.

C-1.9.2.3.4 FAS FCC and FES Security: See Section C-2.16, Security, regarding access to Government computer systems.

C-1.9.2.3.4 Facilities Response Plan (FRP): Duty dispatchers shall also be knowledgeable of emergency notification procedures and serve as the Fuel Management initial point of contact in response to fuel spills within, caused by, or relevant to operations that are the responsibility of the Fuel Department.

C-1.9.2.4 Driver/System Operator (D/SO): Driver/system operators shall be qualified to perform fuel servicing operations (refuel/defuel operations) by mobile fuel servicing equipment/trucks, truck supplied pantograph and hoses sets, and fixed direct fuel servicing systems (hydrants). Driver/system operators shall pass a Contractor administered base and flightline familiarization test, practical equipment/facility competency tests, and shall be certified, by the Contractor, as qualified and the individuals training records updated prior to the unsupervised operation of any fuel servicing equipment. The Contractor shall re-certify personnel annually or as requested by the COR. Operators shall be familiar with safety regulations applicable to aviation and ground fuel servicing operations on and around the airfield and supported activities and shall demonstrate a practical knowledge of and ability to inspect and maintain fuel servicing equipment and systems. Drivers/system operators may be required to make basic input to the Fuels Automated System (FAS) or maintain dispatch logs.

C-1.9.2.4.1 Limits of Duties: The term "system or pit operator" refers to a qualified fuel truck/system operator, a person who has been specifically trained to operate and control the equipment that make up the direct refueling system or the refueler and pantograph in the case of a truck/pantograph system, and the person designated to operate the deadman controls during fueling evolutions. Unless specifically tasked herein, the contractor shall not be responsible for the manning the fire watch, nozzle operator, or refueling coordinator (plane captain) positions. The unit receiving services will be responsible for providing all manning other than that of the fuel system or pit operator. Should the Contractor be tasked to provide other direct fueling system or hot pit crewmembers; see Section C-1.9.2.5, Aircraft Servicer.

C-1.9.2.4.2 Licensing. All drivers shall be licensed in accordance with the vehicle operating laws, regulations, and code for the location at which they will operate equipment and shall be/remain in compliance with all such requirements for the duration of their employment under this contract. The Contractor shall ensure that drivers required to operate vehicles and equipment on base roads are licensed for the class of vehicle to be operated on such roads. Driver records appropriate to the class of license an employee holds, i.e., individual driving record, and a current record of physical examination or certification shall be maintained by the Contractor and made available for review by the COR on request. The Contractor shall ensure that all drivers' records are kept current for the term of the contract.

C-1.9.2.4.3 Hours of Service of Drivers: The Contractor shall not schedule drivers to work in excess of the rules established by 49 CFR Part 395, Hours of Service of Drivers.

C-1.9.2.5 Aircraft Servicer (AC/S): Direct refueling system "hot pit" crewmember(s) to include the pit/truck operator (Driver/System Operator (D/SO)). Individuals shall have at least two (2) years experience in flight-line operations and be qualified to direct the movement of the aircraft for direct refueling operations. Each individual shall be qualified to taxi and position aircraft using hand signals to communicate with pilots and other direct refueling crewmembers. Each shall be qualified to check for hot brakes, be knowledgeable and capable of identifying that all ordnance is safe, be qualified to determine/signal out-of-pit engine shut-down and restart procedures relevant to direct refueling operations, be qualified to connect, test, and operate the refueling nozzle and perform primary and secondary shut-off valve tests, be qualified as a fire watch and capable of operating the fire extinguishing equipment at the direct refueling site, and meet the qualifications applicable to a Driver/System Operator (D/SO). Each individual may be required to perform any one of these functions for any single refueling evolution; however, each shall be qualified at all four (4), Plan Captain, Fire Watch, Nozzle Operator, and Driver/System Operator (D/SO). Each individual shall complete Watchstation 305 of Personnel Qualification Standard (PQS) for Aviation Fuel Operations Ashore (NAVEDTRA 43288A) and know all applicable NATO Hand Signals.

C-1.9.2.6 Motor Vehicle Mechanic (MVM): Motor Vehicle Mechanics shall be qualified and capable of performing truck chassis and drivetrain, cargo tank, fuel pump/filter system, and component diagnostics, adjustments, maintenance, and repair of contractor provided or Government assigned and Contractor operated fuel servicing equipment. He/she shall be skilled and fully capable of performing tasks ranging from major component removal, repair, and replacement to systems diagnostics using state-of-the-art tools and measuring devices, or capable of accurately communicating maintenance requirement to third party persons who may be tasked to perform such work. He/she and shall be computer literate to the extent that he/she are capable of understanding, making input to, and extracting information from automated diagnostic equipment and shop maintenance and status systems such as FAS.

C-1.9.2.7 Fuel Distribution Systems Operator (FDSO): FDS operators shall be qualified to receive, handle, and issue petroleum products, to include used oils, and complete the accounting and administrative functions related thereto. He/she shall have practical experience in all facets of fuel distribution systems to include, pipeline systems, storage tanks, pumps, valves, fuel monitors and filters, truck fillstands, used oil storage and disposal facilities, and service station facilities (manual and automated). He/she shall be able to convert gauge and temperature readings to quantities of products and shall be able to perform quality assurance functions. He/she shall be able to correlate pressures, temperatures, and quantities as read from various gauges and meters normally found at a fuel facility. Operators shall have a basic understanding of written description and instructions pertaining to facility operations, shall be able to implement cyclic maintenance programs and safety programs relating to all aspects of facility operation and shall have demonstrated expertise in spill cleanup procedures, prevention and control measures, related equipment operation and maintenance. Operators shall have experience in inspecting trucks and other modes of conveyance and be capable of various types of petroleum sampling of storage tanks, trucks, fillstands, etc. Hazardous waste handlers shall be "certified" as required by Federal, State or local laws and Navy/base regulations as applicable.

C-1.9.2.8 Fuel Distribution System Mechanic (FDSM): The Fuel Distribution System Mechanic shall have a minimum of five years experience in the maintenance of fuel distribution systems ranging from ground product service stations to large bulk distribution facilities. He/she shall be capable of inspection, evaluating conditions of, and maintaining fuel storage tanks, pipelines, and piping systems, product pump, filter, meter, gauge, and flow control mechanisms, manifold and valve systems, and other related petroleum system components. He/she shall be capable of detecting/recognizing system component malfunction, misalignment, leak, and adjustment issues and performing scheduled and unscheduled fuel system maintenance within the scope of this PWS. The FDSM shall be capable of removing, repairing and replacing system components, have a basic knowledge of automated tank gauging systems, high/low level alarms, and cathodic protection systems. The FDSM shall also be capable of performing all the duties of an FDSO. He/She shall be knowledgeable of and capable using, making input to, and extracting data and reports from preventive maintenance software applicable to those maintenance actions performed.

C-1.9.2.9 Fuel Laboratory Technician (FLT): The fuel laboratory technician shall be experienced in the use of common fuel sampling equipment, aviation and ground fuel sampling procedures, and conducting laboratory tests of petroleum products commensurate with the level of analysis to be performed at the NS Guantanamo Bay petroleum laboratory. His/her experience, as annotated in and reflected by the individuals training record, shall include knowledge of the properties; characteristics and specifications of the petroleum products stocked and handled, the various means of sampling, petroleum handling equipment and systems, from receipt to product issue, the operation, maintenance, and calibration of laboratory equipment, record keeping; and laboratory safety procedures. Personnel assigned to weekend/holiday duties and required to perform the full spectrum of quality surveillance sampling and testing as may be required for weekend/holiday fuel support, shall be trained and training records annotated to show the qualifications.

C-1.9.2.10 Cryogenics Supervisor/Operator (CS/O): Not applicable under this contract.

C-1.9.2.11 Fuel Accounting Clerk (AC/F): The fuel administrative and accounting person, clerk, shall be fully knowledgeable of manual and automated fuel management and accounting systems such as the Fuels Automated System (FAS) and FAS Enterprise Server (FES). The fuel accountant shall also be knowledgeable of the Uniform Data Automated Processing System (UDAPS) and capable of work within all systems as they relate to fuel management accounting.

C-1.9.2.11.1 Qualifications: The Fuel Accounting Clerk shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; send and receive email; and to use web browsers to send and receive information. The use Microsoft standard office products such as Word, Excel, and PowerPoint; other commercial off the shelf applications, utilities; and custom software in such a manner that daily fuel operations are effectively and efficiently conducted may also be required. Those skills shall include the use of the real time information systems, the manipulation data within the Fuel Manager system and the related fuel management modules and status systems.

C-1.9.2.11.2 Security: See Section C-2.26, Security, regarding security clearances.

C-1.10 Reserve Training

C-1.10.1 Space/Training Obligations: The Government reserves the right to enter and occupy contracted Government facilities and to use systems and equipment to conduct Naval Reserve training and to meet real time military operational requirements. Full cooperation in the joint use of facilities and systems is expected; however, under normal peacetime conditions or conditions as may be specified herein, the Contractor is not obligated to relinquish control of facilities required to fulfill its contractual obligations and commitments, provide training services to Reserve personnel, or provide access to or use of contractor owned equipment.

C-1.10.2 Training Schedules: To the extent possible and practical, the Government will provide advanced notification of reserve training schedules to the Contractor.

C-1.11 Correspondence and Visits

C-1.11.1 Notification: The Contractor shall notify the COR of any and all visits or notice of intent to visit contract management, its employees, or the contracted facilities by any federal, state, local government, base (military) office/agency, union representative, or contract corporate officer. Except for that considered to be company or proprietary documents, the Contractor shall provide the COR copies of all correspondence resulting from such visits.

C-1.12 Information and Records Management

C-1.12.1 General: Documents held or generated by the Contractor may take the form of personnel files, i.e., individual driver and training records, proprietary company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered proprietary company records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records except personnel driver and training records, Contractor's owned equipment history records, and proprietary company management records shall be turned over to the Government.

NOTE

Requests for any/all services outside of normal duty hours specified in Table 1, Hours of Operation, shall be met within 30 minutes as measured from the time the Contractor is contacted to the time the contract operator is in position to perform the service required.

C-2.2.2.3 Equipment: Government furnished fuel-servicing equipment as described below shall be fully maintained and operated by the Contractor.

C-2.2.2.3.1 Mobile Fuel Servicing Equipment: The Government will provide the aviation fuel servicing equipment identified in Appendix B, Government Furnished Equipment, Supplies, and Services, to undertake the workload outlined in the Exhibit of Products Issued and the Exhibit and Defuel Activities. The Contractor shall fully maintain all furnished trucks, tractors, equipment cargo tanks, refueling/defueling systems, and components thereof in a safe, serviceable, in ready for dispatch condition. Equipment inspections and product sampling/testing, i.e., periodic Type "C" product analysis, shall be completed and documented on the vehicle inspection form prior to the initial dispatch of the equipment for the duty day.

C-2.2.2.3.2 Direct Fuel Servicing Equipment: There are no Direct Fuel Servicing requirements at NS Guantanamo Bay; however, future projects may incorporate Direct Fueling Systems.

C-2.2.2.3.3 Jet Fuel Services Data: The data reflected by Exhibit of Products Issued, is historical for NS Guantanamo Bay. It provides detailed information in terms of months and years of fuel services. Other workload exhibits provide average workload data in terms of truck movements applicable NS Guantanamo Bay. As noted in Table 2, Squadrons and Aircraft Assigned, a breakdown of squadrons/aircraft currently assigned to NS Guantanamo Bay, all but a fraction of the product delivered to aircraft is issued to transient aircraft.

Table 1 Squadrons and Aircraft Assigned ⁽¹⁾

Squadron/Unit ⁽¹⁾	Type Aircraft ⁽¹⁾	Number Assigned ⁽¹⁾	Max. Fuel Load ⁽²⁾	Average Refuel ⁽³⁾
SAR ⁽⁴⁾	UH-1	2	196	85
Transient Maintenance ⁽⁴⁾	Various	None	Varies	Varies

(1) Data extracted from FAS Home Station Aircraft Database

(2) See Military Handbook 844 (AS) or airframe specific NATOPS manuals

(3) Based on historical data, the average quantity of product issued in a single refueling on a day-to-day basis

(4) The Leeward Point fuels management workforce is in constant radio contact with and notified by the Tower regarding inbound aircraft and the need for aircraft servicing. See Section C-2.2.2, Response, regarding the response time applicable to a request for fuel services.

➤ **Requirement:** Respond to requests for aircraft, equipment, and facility fuel services so as to provide quality product in a timely manner to authorized customers. Tasked personnel and equipment meet the demand for services within the established response times. Receive and review documentation for legibility and accuracy, maintains control of all documentation, prepare reports and FAS summaries relevant to the Fuel Management workload, and submits a complete documentation package to the fuel accounting office in a timely manner. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

➤ **Performance Standards**

- ✓ Mobile fuel servicing equipment inspected and sampled by prior to first use of the duty day. Inspection and applicable laboratory documents available
- ✓ Response to requests for fuel services within the established perimeters. No servicing delays the result of Contractor negligence or misconduct
- ✓ Driver's knowledgeable of and use appropriate radio etiquette
- ✓ Operators adhere to operational safety rules, i.e., flightline vehicle operations, grounding and bonding, safety distance criteria, fire watch, and other safety guidelines
- ✓ Issues/defuel/truck fill documents one hundred percent accurate. Documents complete and legible
- ✓ No fuel spills due to Contractor negligence or misconduct

C-2.3.4.1.4.3 Wharf Bravo: Wharf "B" or Bravo Wharf is a JP5 and F76 issue and receipt wharf. Headers, piping, and system components, and hose lines are hidden within a covered pier trench system. As part of the fuel servicing operation, the Contractor shall be responsible for removing, storing, and resetting trench covers, a task that requires a lifting device such as a forklift or pier crane. The Contractor shall also be responsible for hose handling.

C-2.3.4.1.4.4 Quebec Pier: Pier "Q" or Quebec Pier is at the Leeward Point ferry land area. It is currently out-of-service but scheduled to be refurbished so that F76 can be moved by barge from Windward Point to the Leeward Point F76 storage facility on the hill above the pier landing. Barge movement and booming operation will be handled by Port Operations while hose handling and barge operations shall be performed by the Contractor.

C-2.3.4.2 Bulk Output Summary: The "Exhibit of Products Issued" provides historical data regarding bulk storage operations in term of product that has been put through the bulk storage system/facilities and output to the equipment and systems supported, i.e., refuelers and tank trucks (truck issues). Note that no data regarding Barge Operations or LO6 issues is available as it is a new service.

C-2.3.4.3 Boat Operations: Small craft/boat operations relevant to pier/ship receipt and issue operations as well as the visual survey of the waters under which the submerged Windward to Leeward Point pipeline traverse will require contract personnel to operate the two small boats provided by the Government, see Appendix B, Government Furnished Equipment, Supplies, and Services. Contract personnel who will be required to operate such boats shall be trained as a coxswain or have two (2) years experience in small boat operations and certified by the Contractor as trained and capable of small boat operation. A Contractor provided a certification card/form or letter of certification that shall be carried by all boat operators.

- **Requirement:** Maintain and operate bulk storage facilities so as to receive, handle, and dispense quality products to authorized customers on demand. The Contractor shall institute security, quality, and inventory programs to ensure the issue of (maintain a tank system in the ready-to-issue mode) products without causing operational delays. The Contractor shall notify the COR of any discrepancy or issue that may result in the inability to issue product from the day tank system.
- **Performance Standards:**
 - ✓ All products issued shall be on specification
 - ✓ No fuel spills due to Contractor negligence or misconduct
 - ✓ No more than 0.5% variance tolerance as defined in Appendix D
 - ✓ Immediate communication with the fuel dispatch center and COR regarding occurrences that may result in direct fueling system delays

C-2.4 Service Station Operations

C-2.4.1 General. Service station operations, the dispensing of ground products from a fixed facility/system to authorized customers, are conducted at Building 1040 Windward Point and Building 1321 Leeward Point. The service stations, automated product storage and dispensing systems, shall be inspected, preventive/operator maintenance performed, products inventoried, system data collected, documented, and forwarded to fuels accounting, and the station readied for continued customer service for the days and hours reflected in Table 1, Hours of Operation. The Contractor shall be responsible for providing the qualified personnel to perform the aforementioned tasks and duties as further defined within this section.

C-2.4.2 Operations. Navy Distillate (F76) and Mid Grade Unleaded Gasoline (MUM) are stored and dispensed at the base (military) service stations. The Contractor shall continually track ground fuels inventories and replenish storage tanks as necessary at both locations in ensure the ready availability of product. Product deliveries will normally be made during the operating hours for bulk storage listed in Table 1, Hours of Operation. See the Exhibit of Product Receipts and the Exhibit of Products Issued provide a more definitive historical summary of service station operations.

C-2.4.2.1 Windward Point: The Windward Point station consists of four (4) 5,000-gallon vaulted aboveground tanks (two (2) F76 and two (2) MUM) plus common service station components as outlined in Appendix A, Government Furnished Facilities. Products are delivered to the station by Contractor operated 2,000-gallon tank wagons.

C-2.4.2.2 Leeward Point: The Leeward Point station consists of three (3) 5,000-gallon vaulted aboveground tanks (one (1) F76 and two (2) MUM) plus common service station components as outlined in Appendix A, Government Furnished Facilities. Products are delivered to the station by Contractor operated 2,000-gallon tank wagons that must be barged to the Leeward Point location.

C-2.4.3 Facility Workload: Service station facilities and equipment shall be inspected, inventories performed, products received, and quality surveillance applicable to the receipt of such products performed by the Contractor. In essence, those tasks normally associated with the operation of a bulk storage facility shall also be undertaken at the service station.

C-2.4.4 Accounting Data: Regardless of the accounting method, inventory and accounting forms, logs, ledgers, and data as may be used to account for service station activities shall be forwarded to the fuel accounting office by 0900 hours Monday, or the first duty day of the week, through Friday. At those installations that have undergone FAS/ATG/AFSS Phase IIB installation/upgrade, the Contractor shall be responsible for performing the daily AFSS import function into the FCC (FAS) Gas Log in order to provide an automated means of billing ground fuel customers.

C-2.4.5 Alternate Issues, Method, and Manning: Disruption of automated service station function may require manual operation of the facility or the dispensing of products from a ground fuel servicing truck. The Contractor shall, for a period not to exceed fourteen (14) consecutive days, provide the personnel and equipment as outlined in the following sections to maintain the availability of ground fuel products to its customers. Manning outside that specified in the aforementioned fourteen (14) day rule may be submitted to the Government for reimbursement.

C-2.4.5.1 Station Operable: In the event of a service station system failure during which the station **can be operated manually**, the Contractor shall man the service station to assist customers and manually document issues for the hours of 0730-1130 and 1330-1630 Monday through Friday and 1000-1400 Saturday, Sunday, and holidays.

C-2.4.5.2 Station Inoperable: In the event of a power, system, or mechanical failure that renders the service station **completely inoperable**, the Contractor shall post directions to the alternate source of products and the hours of operation at that location or position ground fuel servicing trucks at the service station(s) and man it to assist customers and manually document issue for the hours noted in preceding section.

NOTE

Manually generated ground fuel issue documents/data shall be input to the appropriate automated system prior to the end-of-day reconciliation of inventories.

- **Requirement.** Implement management, inventory, quality, security, and environmental controls so as to fully maintain and safely operate the base (military) service station facilities and equipment in a manner that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards:**
 - ✓ Service station facilities and equipment inspected and readied for customer use for the days and hours outlined by Table 1, Hours of Operation
 - ✓ Facility PM accomplished as scheduled and facility cleanliness maintained
 - ✓ Inventory documentation complete, legible, and forwarded to accounting by 0900 Monday, or the first duty day of the week, through Friday
 - ✓ One hundred percent inventory accuracy
 - ✓ As applicable, data downloaded to FAS by 0900 Monday, or the first duty day of the week, through Friday
 - ✓ Products ordered and received so as to maintain continuous availability of ground fuels to the base.
 - ✓ One hundred percent receipt quality/quantity determination
 - ✓ The Contractor capable of manual/truck operations for the hours specified
 - ✓ Manually generated documents/data input to the automated system prior to the end of day inventory

C-2.5 Ground Fuel Delivery

C-2.5.1 General: Ground fuel delivery operations are defined as the issue or defuel, by truck, of ground fuels, i.e., gasoline, diesel, or jet fuel as may be used in lieu of diesel, to authorized customers. The Contractor shall be responsible for performing all ground fuel delivery operations, and safeguarding fuel supplies under its control during normal and adverse conditions. The Exhibit of Products Issued provides a more detailed historic picture of ground fuel deliveries by truck for the periods indicated. Also included in the exhibit is a listings of sites to which products are routinely delivered. The data provided should not be construed as an all-inclusive listing of ground fuel delivery points. See Section C-1.6.1, Workload Planning, regarding reprioritization of deliveries.

C-2.5.1.1 Equipment: The Contractor shall furnish dual product ground fuel servicing truck(s) configured in accordance with Section C-3.1.5, Ground Fuel Delivery Trucks, and take possession of, maintain, and operate the ground fuel servicing equipment listed in Appendix B, Government Furnished Equipment, Supplies, and Services. All such equipment shall be fully maintained and capable of undertaking ground fuel delivery operations during the days and hours specified in Table 1, Hours of Operation. Equipment inspections shall be completed and documented on the vehicle inspection forms prior to the initial dispatch of the equipment for the duty day.

C-2.5.1.2 Delivery: Ground fuels, Mid-Grade Unleaded Gasoline (MUM) and Navy Distillate (F76), shall be delivered as scheduled to the activities outlined in the Exhibit of Products Issued. Unscheduled requests for ground fuel deliveries, for which there is no specific response time, received by fuels management shall be accomplished within the time limits mutually agreed upon by the requesting activity and fuels management.

C-2.5.1.3 Delivery Points: A list of delivery points by location, building/facility number, tank capacity and characteristics, and a delivery schedule, if known or established, is provided by the Exhibit of Products Issued. Maps identifying all established and scheduled delivery points, by grade of product, will be provided by NS Guantanamo Bay and become a part of the contract, Appendix E, Maps. At contract start up, the Contractor shall survey all delivery locations and confirm delivery schedules to ensure uninterrupted customer support. The Contractor shall routinely update the ground fuel delivery points and schedules outlined in Exhibit of Products Issued as changes occur.

C-2.5.1.4 FAS Gas Log: The Contractor shall document each ground fuel issue using forms or logs that provide all the information required to fully satisfy the data entry requirements of the Fuels Automated System (FAS) Gas Log. The Contractor shall fully maintain the hardware and software required to download data or input truck issue data to the FAS Gas Log daily, Monday through Friday. Weekend/holiday activities shall be downloaded/imported on the first duty day following the weekend or holiday.

- **Requirement:** Maintain and man the ground fuel servicing equipment to ensure customer support with specification products. Implement management, maintenance, quality, security, and environmental controls that ensure the safe delivery of ground products to authorized customers in a timely manner. The Contractor shall notify the COR of any discrepancy or circumstance that may result in the inability to deliver ground fuel products.
- **Performance Standards:**
 - ✓ All equipment inspected, serviceable, and inspection documentation readily available by 0800 daily
 - ✓ Daily truck inventories one hundred percent accurate
 - ✓ Documented issues, defuels, and truck fills one hundred percent complete, accurate, and legible
 - ✓ Ground fuel truck logs maintained and accurate
 - ✓ Ground fuel truck issues, defuels, and truck fills entered into the FAS Gas Log Monday through Friday
 - ✓ Fuel servicing safety procedures and precautions observed

C-2.6 Used Oil Handling

C-2.6.1 General: Used oil collection and handling operations are not applicable under this contract..

C-2.7 Recyclable Jet Fuel Handling

C-2.7.1 General. Recyclable jet fuel handling operations are not applicable under this contract.

C-2.12.2.2 Trash Removal (W): The Contractor shall be responsible for the pick-up of all trash and debris within and around fuel areas under its controlled, and shall dispose of all such trash and debris in Government-furnished containers/dumpsters. The Government will dispose of the trash and debris placed within the containers/dumpsters provided.

C-2.12.2.3 Grounds Maintenance (C): Grounds maintenance, grass cutting and vegetation control within the tank farm areas; will be provided by the Government. However, the contractor shall be responsible for vegetation control within small fenced and confined areas inaccessible to mowers, i.e., the Oil Point pipeline alley, a culvert approximately 1500 feet in length, 10 feet wide, and 8 to 12 feet deep. Vegetation within these controlled areas, pipeline channels, alleys, and culverts shall be continuously monitored and kept at minimum level/height.

Note

The use of herbicides by the Contractor is prohibited. The Government will undertake any application of herbicides.

C-2.12.2.4 Roads and Paved Surfaces (C): All roads, paved surfaces, curbing, and sidewalks within contracted fuel management areas shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the COR for appropriate action.

C-2.12.2.5 Fences and Gates (C): The Contractor shall inspect all fences, to include signs and markings, gates and automatic gate openers, of fuel management compounds. Discrepancies shall be recorded and a work request forwarded to the COR for appropriate action.

C-2.12.2.6 Lighting (C): Exterior lighting, security lighting, and exterior building lights will be monitored on a continuous basis. Discrepancies shall be recorded and a work request forwarded to the COR for appropriate action.

C-2.12.2.7 Other Facilities, Equipment, and Utilities (C): The Contractor shall continuously monitor other facilities, equipment, and utilities, i.e., AFFF Systems, storm drains, exterior water systems, power poles, lines and transformers, and exterior telephones within Fuel Management areas. Deficiencies noted shall be documented and reported to the COR for appropriate action.

C-2.12.2.8 Storage Tanks (W): The Contractor shall visually inspect the exterior of all storage tanks and tank components and visually examine the various samples taken from the tanks on a continuous basis. All inspections and visual examinations shall be documented and corrective action within the scope of PM/operator maintenance accomplished as deficiencies are noted. Maintenance requirements such as the need for exterior corrosion control and painting of tank(s) and tank inspection/cleaning as may be indicated by the visual examination of drawn samples shall be recorded on the appropriate inspection documents, and a work request forwarded to the COR for appropriate action.

C-2.12.2.8.1 Tank Maintenance: The Government will be responsible for the complete painting of tanks and internal tank inspection and cleaning. Upon notification of a cleaning or repair project, the Contractor shall, to the extent possible, use installed system-pumping equipment to empty/ready all selected tanks for cleaning and inspection. On completion of tank cleaning or repairs by another party, the Contractor shall perform and document a complete external tank/system inspection to ensure all components are ready to be returned to service. The Contractor shall update all PM systems, programs, and records.

C-2.12.2.9 Berms/Containment Systems (C): The Contractor shall ensure that all berms and containment systems are kept clean, free of vegetation, and other debris that may hamper proper system drainage. Drain valves shall be inspected and actuated monthly. The Contractor shall clean all moats, i.e., keep them free of accumulations of dirt, debris, and vegetation. The direct discharge of any liquid from any berm/containment system shall comply with all Spill Prevention Control and Countermeasures (SPCC) plan and National Pollution Discharge Elimination System (NPDES) permit as applicable. The Contractor shall maintain a clear, concise log as to the dates and time berms are drained, observed conditions of the water drained, and who performed the drain operation.

C-2.12.2.10 High/Low Level Alarms and Control Valves (Q): The Contractor shall functionally test installed alarm systems, i.e., low, high, and high-high tank level horns, lights, control board status lights and signals, and low/high level control valves as may be installed quarterly. A systems status report shall be forwarded to the COR on completion of testing.

C-2.12.2.31.1 Bulk Storage Tanks (Q): Tank grounding shall be inspected quarterly. Visually inspect the ground connections around the periphery of the base, tighten loose connections, clean corroded connections.

C-2.12.2.32 Shower and Eyewash Stations (W): The Contractor shall inspect and test shower and eyewash stations for proper function.

C-2.12.2.33 Corrosion Control and Painting (C): The Contractor shall perform corrosion control and minor painting (of those systems requiring painting) as part of housekeeping. Minor/spot painting consists of preparing, applying primer, and repainting small surfaces areas (a square yard of flat surface or 6 linear feet of 6 inch piping) and small components, i.e., valves, strainer, and motors, to protect surfaces from corrosion and to preserve appearances. The Contractor shall also apply color code bands and symbols as outlined in MIL-STD-161, Identification Methods for Bulk Petroleum Products Systems.

C-2.12.2.33.1 Large Surfaces: The Contractor will not be required to paint large vertical surfaces such as buildings and tanks or entire pipeline systems.

C-2.12.2.33.2 Materials Used: Paint and primer used shall be an oil base type suitable for use on metal and exterior surfaces and shall be matching or compatible with the existing paint scheme.

C-2.12.2.34 Spill Remediation Equipment:

C-2.12.2.34.1 Kits (C): Government provided spill remediation kits of all sizes and types shall be inspected and monitored continuously. The Contractor shall furnish replacement supplies/kit components. See Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

C-2.12.2.34.2 Skimmers (Q): Not Applicable under this contract.

C-2.12.2.34.3 Booms and Boom Systems (Q): Maintained and deployed by Port Operations.

C-2.12.2.35 Service Station Facilities (C): Service station facilities, manual or automated, shall be inspected and monitored continuously. Components, i.e., tanks, filters, pumps, hoses, nozzles, and other relevant items as may be identified above shall be inspected as outline above and as a part of the fuel management PM program. See Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities, regarding the provisioning of spares, replacement parts, and small components.

C-2.12.2.36 Vehicles and Boats: The Government will provide the Contractor the use of all existing and available vehicles and boats as described in the following sub-sections and listed in Appendix B, Government Furnished, Equipment, Supplies, and Services. Whereas the Contractor has limited maintenance and repair responsibilities but may be tasked to repair the facilities noted above, the Contractor shall be totally responsible for the maintenance, repair, upkeep, and serviceability, to include corrosion control, of the vehicles provided and owned by the Contractor and all such vehicles and boats provided by the Government. The Contractor shall accept all such vehicles and boats in an "as is" condition. On award but prior to the contract start date, the Government, the incumbent, and the incoming contractor as may be applicable shall conduct a joint inventory and inspection of the vehicles and boats to be provided and record the condition of and maintenance exceptions (missing components) for which the Contractor shall not be held liable. Thereafter, all furnished vehicles and boats shall be managed in accordance with Government Furnished Property clauses and shall be maintained in accordance with the most current Navy publications, technical manuals, and commercial specifications applicable to the type/class of vehicle/boat provided. The Contractor shall provide a monthly report of vehicles and boats provided. The report shall include, at a minimum, the type vehicle/boat, registration number, mileage and gallon throughput, maintenance status at the time of the report, and the proposed return to service date if an out-of-service condition is reported. On completion or termination of the contract, the Contractor shall return all vehicles and boats to the Government in the same condition as received, allowing for normal wear and tear.

C-2.12.2.36.1 Mobile Fuel Servicing Equipment (C): Vehicles regarded as or referred to as mobile fuel-servicing vehicles, will be provided by the Government. Excluding the total replacement of this specific class of vehicle, the Contractor shall be fully responsible for the all inspections, upkeep, preventive, operator, minor maintenance and major repair, to include the removal, repair or replacement, and reinstallation of all parts, components, or sub-systems thereof. See Section 3.4, Other Contractor Furnished Equipment and supplies, regarding shop spares. Should a vehicle become uneconomic to repair and operate, the Contractor shall return the vehicle to the Government who will determine the appropriate disposition and replacement action.

C-2.12.2.36.2 Utility Vehicles (C): Vehicles other than those noted above, pick-ups, vans, utility vehicle, and All Terrain Vehicles (ATVs) as may be available will be provided to the Contractor. The same care and maintenance standards as noted above apply; however, should a vehicle become uneconomical to repair or operate, the Contractor will return the vehicle to the Government. If the vehicle turned in is still required in performance of the contract, it shall be purchased/replaced by the Contractor. Title to vehicle purchased by the Contractor shall remain with (the property of) the Contractor.

C-2.12.2.36.3 Small Craft (Boats) (Q): Two (2) small watercraft with outboard engines, see Appendix B, Government Furnished Facilities, Supplies, and Services, will be provided to the Contractor. The same care and maintenance standards as noted above apply; however, should a boat become uneconomical to repair and operate, the Contractor shall return it to the Government. If the boat returned is still required in performance of the contract, it shall be replaced/purchased by the Contractor. Title to any boat purchased by the Contractor shall remain with (the property of) the Contractor.

- **Requirement.** Inspect and maintain fuel facilities and equipment, in include vehicles, so as to be fully capable of performing all scheduled product receipt and delivery operations and/or respond to non-scheduled service requests received. Operate systems and equipment for the days/hours specified herein to provide the customer with quality products and services in a safe and timely manner. Capture workload data and maintain records that fully summarize work accomplished in terms of time, cost, and materials. Advise the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards:**
 - ✓ Assigned system operators qualified and knowledgeable of inspection and maintenance requirements. Training records current
 - ✓ Facilities, structures, equipment, and grounds maintained so as to present a clean and orderly appearance and a safe work environment
 - ✓ Facility, system, and equipment reference files maintained and current
 - ✓ The Preventive Maintenance (PM) program installed, maintained and current
 - ✓ Preventive/operator maintenance performed as scheduled/required
 - ✓ Preventive/operator inspections and maintenance fully documented
 - ✓ Maintenance beyond normal PM/operator programs documented and reported to the COR

C-2.13 Training and Records Keeping

C-2.13.1 Training Plan and Program: The Contractor shall establish and maintain a training program that is acceptable to the Government. The plan, both summary and final, shall be provided to the Government as outlined in Section C-1.4.11, Training Plan. On acceptance, the complete training plan shall become a part of the contract. The training plan/program shall ensure that all contract personnel receive training ranging from initial employee indoctrination to fuel safety and environmental issues as may be outlined in but not necessarily limited to in the following table. Training shall be fully documented within each individuals training record. The Personnel Qualification Standard (PQS) for Aviation Fuel Operations Ashore, NAVEDTRA 43288A shall be used as the core training record for all fuel personnel respectively.

C-2.13.2 Training Monitor: The Contractor shall appoint a responsible individual the collateral duty of Training Monitor, the primary point of contact regarding training and records keeping issues.

C-2.13.3 Training Records: Training records shall be kept current and information posted thereto as training occurs. Training records shall be made available to the Government on request. All training documents or a complete copy thereof, excluding proprietary company information, shall be provided without cost to an employee on termination of duties with the contractor.

Table 1 Training Requirements

Training ⁽¹⁾
Base Driver Training and Familiarization to include Flightline Operations
Coxswain Training/Certification (Contractor provided)
Fire Prevention and Control
Confined Space Entry (as applicable)
Protection of the Environmental
Facility Response Plan (FRP)
Hazardous Communication
Hazardous Waste Operations and Emergency Response
Lock-Out/Tag-Out Procedures
Safe Transportation of Hazardous Materials
Fuel System Safety
Fuels Automated System (FAS) and Fuel Enterprise Server (FES)
NATOPS Aircraft Refueling and Defueling
Personnel Protection Equipment (PPE)

(1) Except as may be specified by other sections of this contract, the government is not obligated to train or provide training to contract personnel. However, incidental training as may be mandated by the base and provided without cost to the Contractor, i.e., fire prevention or base/flightline familiarization, shall be fully documented within an employee's training record.

- **Requirement:** The Contractor shall continually develop and train personnel to enhance work habits and improve skills applicable to the petroleum management mission. Training relevant to equipment operation, product handling and safety procedures, quality and quantity determination, environmental protection, and administrative/accounting functions shall be provided as applicable. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.
- **Performance Standards.**
 - ✓ The Contractor's Training Monitor is identified
 - ✓ A complete and current copy of the contract Training Plan readily available to the Government on request
 - ✓ One hundred percent compliance with the government accepted training standards
 - ✓ All training records complete and annotated regarding required training as outline in the training plan
 - ✓ Training materials, literature, documents, aids, and information readily available to all personnel

C-2.14 Safety Program

C-2.14.1 Safety Plan: As noted in Section C-1.4.9, Fuel Safety, the Contractor shall publish and maintain a comprehensive fuel safety program, to include a confined space entry and management plan, that complies with applicable Federal, state, and local laws and Navy instructions and regulations. The following table lists those safety plans/topics to be provided by the Contractor and Government plans to be incorporated in the Contractor's final safety plan. On acceptance, the safety plan shall become a part of the contract.

C-2.14.2 Safety Monitor: The Contractor shall appoint a responsible individual the collateral duty of Safety Program Monitor, the primary point of contact regarding the Contractor's safety program.

C-2.14.3 Safety Materials: A copy of the safety plan supported by applicable safety literature, training aids, and other safety training materials shall be made available to contract employees.

C-2.16 Security

C-2.16.1 General: Under the guidelines of the most current *OPNAVINST 5530.14, Navy Physical Security*, the Contractor shall be responsible for implementing the administrative and physical security measures required and necessary to protect Government facilities, vehicles, equipment, materials, systems, and petroleum products, as well as, contractor owned equipment, tools, supplies, and vehicles and products held therein. The Contractor shall provide all labor, vehicles, equipment, materials, and supplies necessary to manage and protect all the areas under its control. The contractor's security plan, the requirement for which is established in Section C-1.4.10, Security Plan, shall outline policy, guidance, and procedures regarding facility access and entry controls, visitor logs, the continuous monitoring and control of all personnel outside of fuels management who may require up to full duty day access to secured fuel facilities, lock and key controls, random patrols of fuel management facilities and pipelines, ADP security, and other measures as may be required and relevant to NS Guantanamo Bay.

C-2.16.2 ADP Security: The contractor shall comply with all ADP security measures and requirements for Government computer systems. Contract personnel requiring access to the DOD computer systems shall be properly cleared at the level dictated below. Accept for the Government responses to a Contractor's requests for a clearance, the administrative burden required to apply for and process clearances requests and to gain access to computer systems at any level shall be the responsibility of the Contractor.

C-2.16.2.1 Local FCC Access: Dispatchers and other contract personnel, to include contract management, requiring access to the FAS Fuel Control Center (FCC) systems shall be cleared and provided system access (a password) as dictated by local IT/ADP instructions.

C-2.16.2.2 FAS Enterprise Server (FES): Persons requiring access to FES (the Purple Hub) shall be cleared and obtain a system password. The Contractor shall complete and submit all specified documentation to obtain the appropriate clearances for each person requiring access to FES. Go to <http://www.desc.dla.mil/DCM/Files/FESAccess.pdf> for instructions regarding access to FES. To the extent possible and practical, all applicable documentation should be submitted well before the contract start date. Contract personnel will not be granted access to FES or capable of performing contractually obligated tasks until a clearance/password has been provided.

C-2.16.3 Physical Barriers: Except for grounds maintenance and vegetation control around and under installed physical barriers as outlined in Section C-2.12.2.3, Grounds, the Government will provide and maintain the physical security barriers, i.e., walls, fences, lighting, and alarms as may be necessary to protect property; however, monitoring/reporting of such facilities as outlined below.

C-2.16.4 Patrols and Guards: Except for the personnel requirements noted within this section, contractor furnished security guards are not required. However, controls commensurate with the established FPCON and as outlined within COMNAVBASEGMIINST 5531.1*, Antiterrorism/Force Protection/Security Plan, shall be implemented. Subcontractors requiring more than single entry access to controlled areas, i.e., multiple hours/days of or continuing work, will control access, i.e., ensure entry access is monitored, for the area in which they are contracted to work.

C-2.16.5 Monitoring/Reporting: The contractor shall perform and document end-of-day facility inspections to ensure all systems are secure to the extent of the physical barriers provided. During the duty hours reflected in Table 1, Hours of Operation, unmanned fuel facilities shall be randomly inspected at least every four hours. Noted facility, physical barrier, and lighting discrepancies shall be reported as are outlined in Section C-2.12, Preventive Maintenance. The Government will perform after hour drive-by security inspections.

Table 1 Security Measures

Security
ADP security, user accounts and passwords, obtained for Government computer system users.
Maintain controlled access to Government facilities under the Contractor's control.
Monitor and control non-contract/fuels personnel requiring access to secure fuel facilities.
Secure all gates, buildings, facilities, and systems when not in use.
Establish and maintain a key security and lock control system.
Maintain visitors logs.
Perform and document random security checks/patrols of areas not normally occupied beyond normal duty hours.

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Appendix A Government Furnished Equipment, Supplies, and Services

In addition to the facilities and components listed in Appendix A, Government Furnished Facilities, the Government will provide the following equipment, supplies, and services to and for the use by the Contractor.

Fire Suppression Equipment: Except for Contractor furnished extinguishers mounted on the Contractor furnished fuel servicing trucks, all fire suppression equipment, i.e., fire extinguishers or portable/installed fire suppression equipment, will be provided, repaired, overhauled, and, as necessary, replaced by the Government. The Government will establish the quantity and type of fire suppression equipment on station within the Fuel Management facilities.

Telephone Services: The Government will provide telephone services, i.e., commercial, DSN, and on-station emergency lines, Local Area Network (LAN) connections (if applicable), and equipment required and necessary to conduct Government business, i.e., FAS and FES input, reporting, and information processing. See Section C-3.3, Other Contractor Provided Equipment and Supplies, regarding Contractor-furnished telephones services.

Utilities: The Government will provide electricity, natural gas/propane, heating/power production fuels, water, and sewage services as required for the health and welfare of contract personnel that occupy facilities provided by the Government and prefabricated structures provided by the Contractor under Section C-3.1.10, Prefabricated Buildings.

Custodial Service: The Government will provide custodial services to the extent provided in the Installation Custodial Contract for facilities provided.

Refuse Collection: The Government will provide refuse collection. Refuse placed in refuse containers by the Contractor shall be limited to that generated at the contracted location in the performance of this Contract.

Grounds Maintenance: Except as specified in Section C-2.12.2.3, Grounds Maintenance, the Government will provide grounds maintenance services.

Emergency Medical Service: The Government will provide the emergency medical service limited to first responder emergency medical services as available through the Navy Branch Medical Section. A Navy ambulance will respond to called emergencies and transport injured employees to the base medical facility.

Postal/Mail Distribution: The Government will provide access to and postage for the United States Postal Service and United Parcel Service for official Government mail generated as a result of performance of this Contract. The Government will also provide on-installation distribution of mail.

Fuel Products: Limited to those products stocked and issued on base, the Government will furnish fuel for the operation of all fuel servicing equipment and vehicles herein.

Forms and Documents: The Government will provide all forms and documents unique to the Government.

Automated System Chips, Keys, and Cards: The Government will provide all hardware, software, and programmable chips, keys, and cards applicable to automated services stations/product dispensing systems installed. The contractor will be responsible for ordering, maintaining adequate supplies, and programming devices for use by customers. The Government will reimburse costs incurred.

Materiel Safety Data Sheets (MSDS): The Government will provide the appropriate MSDS for those compounds furnished by the Government. See Section C-3.3, Other Contractor Provided Equipment and Supplies, regarding materials provided by the Contractor and the requirement to provide the appropriate MSDS for those materials.

The following is a list of additional Government minor property that will be put under the care and control of the Contractor. It includes items that must be secured, monitored, inspected, and may require preventive maintenance as specified within this PWS. This is an approximate list to be validated and updated as outline in Section C-2.17, Property Inventory and Accountability.

Facility	Item/Component Description ⁽¹⁾	Qty
	Fuels Automated System (FAS) Equipment (Show serial numbers)	
	Computers	
	Keyboards	
	Mouse/Roller Ball	
	Monitors	
	Printers	
	Modems	
	APC Devise	
	Laboratory Equipment	
	Combined/Contaminated Fuels Detector (CFD and CCFD)	2
	AEL Water Detector	2
	B-2 FSII Test Kit	5
	Flash Point Tester, Pensky Martin, APM7	2
	Flash Point Tester, Bockle 152800	1
	Color Meter, LAT-74460	1
	Centrifuge, IAS-2	1
	Drying Oven	1
	Eyewash Station	1
	Emergency Shower	2
	Vehicles, Refuelers, Ground Fuel Trucks, and Utility Vehicles	
	Refuelers	
	96-38881 (1984), 5K Isometric XXXT5000 on an International XXX Chassis, JP5	1
	96-38884 (1984), 5K Isometric XXXT5000 on an International XXX Chassis, JP5	1
	96-46293 (1996), 5K Isometric 370T5000 on an International XXX Chassis, JP5	1
	96-42792 (1991), 5K Isometric 254T5000 on an International XXX Chassis, JP5	1
	96-46120 (1996), 5K Isometric 321T5000 on an International XXX Chassis, JP5	1
	96-43290 (1996), 10K WestTank XXX on a GMC XXX Chassis, JP5	1
	96-43292 (1996), 10K WestTank XXX on a Volvo XXX Chassis, JP5	1
	96-43294 (1996), 10K WestTank XXX on a Volvo XXX Chassis, JP5	1
	96-43349 (1996), 10K WestTank XXX on a Volvo XXX Chassis, JP5	1
	96-47966 (2003), 5K WestMor Model N106064S on a Freightliner LLC Chassis, JP5	1
	96-47967 (2003), 5K WestMor Model N106064S on a Freightliner LLC Chassis, JP5	1
	Ground Fuel Delivery Trucks	
	96-46045 (1995), 2K Builder XXX on an International XXX Chassis, MUM	1
	96-46862 (1995), 2K Builder XXX on an International XXX Chassis, MUM	1
	96-42899 (1990), 1.5K Builder XXX on a Ford XXX Chassis, MUM	1
	96-47211 (2001), 2K Builder XXX on an International XXX Chassis, F76	1
	96-45861 (1995), 2K Builder XXX on an International XXX Chassis, F76	1
	96-38861 (1983), 2K Builder XXX on an International XXX Chassis, F76	1
	96-46044 (1995), 2K Isometrics 318T2000 on an International XXX Chassis, F76	1

SIGN IN SHEET

NAVAL STATION GUANTANAMO BAY

SOLICITATION SP0600-04-R-0001

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SPECIAL CONDITIONS FOR GUANTANAMO BAY PROJECTS

1. Work Force

Due to the sensitive locale of the U.S. Naval Base, Guantanamo Bay, Cuba, foreign nationals from dissident political areas may be excluded and denied entry approval. In general, foreign nationals may be used. The Contractor agrees to dismiss from the site, when directed by the Contracting Officer, any individual whose continued employment is deemed to be contrary to the public interest or inconsistent with the best interest of the national security.

2. Entry Approval

No employee or representative of the Contractor will be admitted to the U. S. Naval Base, Guantanamo Bay, Cuba without prior entry approval. The background of Contractor personnel will be screened prior to entry to the U.S. Naval Base, Guantanamo Bay, Cuba. The Contractor shall submit to the Contracting Officer's Representative (COR) the full name, date and place of birth, and Social Security number of such persons. This information shall be received by the COR 10 calendar days prior to the scheduled or desired arrival at the Naval Base. Security Office: 011-53-99-4145.

3. Identification of Employees

The Contractor shall be responsible for furnishing to each employee and for requiring each employee to display such identification as may be approved and directed by the COR. Employees may be fingerprinted prior to employment as a condition of entry onto the Naval Base. Prescribed Government Identification cards shall be immediately delivered to the COR for cancellation upon release of any employee.

4. Waiver for Workers' Compensation

The Department of Labor has granted a waiver of the requirement to provide Defense Base Act coverage for Guantanamo Bay, Cuba. (FAR 52.228.4 Workers Compensation and War Hazard Insurance) The waiver applies to all employees except the following: (1) Employees hired in the United States; (2) employees who are residents of the United States; and (3) employees who are citizens of the United States. For employees for which Defense Base Act coverage has been waived, worker's compensation coverage shall be provided in accordance with the local law of the country of which such countries may require insurance coverage, may involve a necessary steps to implement the required worker's compensation coverage. If the Contractor hires employees from a country that does not have a workers' compensation system or from a country for which the country's workers' compensation system has no extraterritorial effect and does not apply for work accomplished in Guantanamo Bay, Cuba, then the Contractor will not be required to provide workers' compensation coverage for employees from such countries.

5. Local Labor

Proselytizing of labor, that is the hiring of Government or Contractor on-base employees by offering higher wages or other amenities, shall not be permitted unless a release from the employer is executed or the employee resigns and leaves the base for a minimum of 90 days.

6. Storage of Materials

The Contractor shall store materials only in places where directed. No fire-hazardous materials or flammable liquids shall be stored or otherwise maintained within a building or structure, except as approved, in accordance with the local fire regulations.

7. Access Roads

The Contractor shall refrain from the use of roads, grounds or other facilities that have not been specifically authorized for his use.

8. Medical and Dental Services.

Medical and dental services available to the Contractor's employees are limited in Guantanamo Bay. The Naval Hospital and Naval Dental Clinic are staffed to treat primarily DOD personnel. The Contractor shall screen prospective employees with the objective to exclude those with admitted chronic disorders from traveling to Guantanamo Bay. Advise prospective employees of the limited medical and dental services available in Guantanamo Bay; and explain the Contractor's policy concerning the extent of liability and coverage for required treatment. The Contractor shall provide and have available, both at the job site and in the berthing areas, first aid for minor and emergency treatment. Government ambulance and medical care, when required, will be billed at the current rates. For more information on dental care rates, call 011-53-99-2239; medical outpatient care rates, call 011-53-99-2230; and medical in-patient care rates, call 011-53-99-2185.

9. Post Exchange, Commissary, and Recreation facilities.

Post exchange and commissary privileges and recreation facilities are available to authorized Contractor personnel and dependents of Contractor personnel in accordance with current base regulations.

10. On-Base Transportation

The Contractor shall provide necessary personnel, vehicles, and equipment required for on-base vehicular transportation, and shall bear the cost of required fuel, oil, lubricants, and maintenance. Only Contractor employees who possess a valid motor vehicle operator's identification card shall operate the vehicles; and the Government will provide vehicular registration without cost. The Contractor shall comply with the traffic safety program set forth in OPNAV Instruction 5100.12.

11. Laundry and Dry Cleaning

The Government will make available laundry and dry cleaning facilities for Contractor personnel and dependents of Contractor personnel at current rates as set forth by the Navy Exchange, Guantanamo Bay, Cuba.

12. Refuse Collection

Refuse containers will be furnished and serviced by the Government at living quarters and office and shop spaces at the Contractor's request. Refuse collection service is mandatory. Contractors are required to meet base regulations concerning collection and disposal of refuse. Pickup is scheduled and charged based on volume of the dumpster, not necessarily the volume of refuse. Only refuse deposited in the Government-furnished containers will be collected. This service does not include articles left outside of the containers. This service will not be available for construction or demolition sites. Phone #: 011-53-99-4271.

13. Transportation of Personnel

a. Air travel to and from the base is limited, with demand often far in excess of supply. Specifically:

- (1) Official travel, as verified by the COR, to Kingston, Jamaica; Norfolk, Virginia; or Jacksonville, Florida, is at the Contractor's expense and passage will be in reserved seats.
- (2) Official travel, as verified by the COR, to Puerto Rico is also at the Contractor's expense, but no reservation can be given; seating will be offered only at flight departure time, if empty seating is available.

Travel for other than official business is authorized only to Kingston, Jamaica; Norfolk, Virginia; or Jacksonville, Florida and is at the expense of the individual traveler. Seating is not reserved, but will be offered on a first-come-first-served basis. Please check travel office for current fares.

- b. Emergency leave travel for verified personal emergencies such as death or serious illness of a family member will be authorized to any destination on the next available flight, also chargeable to the Contractor at the international tariff rate.

14. Food Facilities

Contractor personnel may eat at the Navy Exchange food outlets or at other open food service facilities on a cash basis at current prices.

15. Petroleum Products

- a. Sales: Sales of petroleum products shall be made from Naval Station Supply Department Stocks under special deposit procedures based on prevailing stock ledger prices. Current major petroleum products are as follows:

Motor Gasoline (MOGAS)

Jet Fuel (JP-5)

Diesel Fuel (F76)

- b. Bulk Fuels: Only bulk fuels are available. Deliveries can be arranged through the Fuel Department of the Naval Station Supply Department for tanker delivery to your equipment or day tanks. Regular filling station pumps at the Navy exchange service station may be utilized by paying the current price at time of purchase.

15. Purchases From the Government

Sale of Government Supplies: Supplies other than petroleum products will be sold to the Contractor from Naval Station Supply Department Stocks in accordance with Paragraph 26046, 2d and 3, BuS&A Manual. Miscellaneous construction materials may be sold to the Contractor under the same procedure if such sales are not detrimental to the Naval Station Supply Department stock position as determined by the Naval Station Supply Officer. Material other than petroleum products will be issued as required, during published hours.

Payment for Purchases From the Government: Invoices covering sales of equipment and materials specified will be charged to a special deposit account, to be established by the Contractor in advance. The Contractor is required to provide a cash deposit only to the Naval Station Comptroller prior to incurring charges. The Contractor shall maintain a minimum balance in this account equal to two times the anticipated monthly expenditures or \$200, whichever is greater. The Contractor shall comply with directives governing special deposit accounts as established by the Comptroller, U.S. Naval Station Guantanamo Bay, Cuba. Failure to settle accounts due promptly will jeopardize the availability of goods and services. The Government is entitled to withhold special deposit account arrearages from progress payments.

16. Private Aircraft

Prior to making shipment of cargo or personnel by private aircraft, the Contractor shall have on record with the Naval Station Operations Officer a valid facilities license. Further, at least 7 working days prior to each shipment, the Contractor shall notify the COR of his intentions so that appropriate area and flight clearances may be obtained.

17. Contractor Debts

The Contractor shall be liable for debts to the Government incurred by his employees for personal services at Guantanamo Bay, Cuba, including but not limited to private telephone services, medical and dental services, and DODD school expenses. If an employee departs the Guantanamo Bay Naval Station without liquidating his debts, sufficient funds to cover this type of obligation will be withheld from Contractor payments until the debts are paid.

18. Energy Conservation

The Contractor shall observe the Base Energy Conservation Regulation, COMNAVBASEGTMO Instruction 11300.3 series. It is mandatory that the Contractor obtains a copy of this instruction and posts it in a conspicuous location for the Contractor's employees to read. Copies of the instructions are available from the COR's office. Ensure that employees comply with these regulations at all times. It is suggested that the Contractor appoint an employee as the energy for buildings it monitors.

19. Schools (DODDS) Elementary and High School (2003/2004 Tuition rates).

Phone Numbers are as follows: Elementary School (K-6th grade) Call 011-53-99-2207

Secondary school (7th-12th) Call 011-53-99-3500

Charges for DODDs Schools are as follows (and are subject to change):

\$15,756.00 per student/year (9th through 12th grades)

\$15,000.00 per student/year (7th and 8th grades)

\$14,256.00 per student/year (1st through 6th grades and full day Kindergarten)

\$ 7,128.00 per student/year (1/2 day Kindergarten)

20. Drug Abuse by Contract Employees

The Secretary of the Navy has determined that the illegal possession and use of drugs and paraphernalia by civilian and contract employees in the military setting contributes directly to military drug abuse and undermines command efforts to eliminate drug abuse among military personnel. The policy of the Department of the Navy, including the Marine Corps, is to deter and detect drug offenses by civilian and contract employees on military installations. Measures to be taken to identify drug offenses on military installations, and to prevent introductions of illegal drugs and paraphernalia include routine, random inspections of vehicles and personnel possessions on entry or exit, with drug detection dog teams, when available. Where there is probable cause to believe that a civilian or contract employee on board a Naval or Marine Corps installation has been engaged in use, possession, or trafficking of drugs, that employee may be restricted or detained for the period necessary until that employee can be removed from the installation or can be turned over to local law enforcement authorities having jurisdiction, as appropriate. When illegal drugs are discovered during an inspection or search of a vehicle operated by a civilian or contract employee, the employee and vehicle may be detained for a reasonable period of time necessary to turn the employee and the vehicle over to appropriate civil law enforcement officials; action may be taken to suspend, revoke, or deny installation driving privileges. Implicit with the acceptance of this contract is the Contractor's agreement to comply with Federal statutes, laws, and regulations, including those regulations issued by the commander of the military installations.

21. Housing. As the rates and policies have changed, it is recommended that Contractors contact the Housing Office for the most up to date information. The phone number is 011-53-99-4172.

22. Insurance. During the term of this agreement or any renewal or extension thereof, Contractor shall provide and keep in force at his own expense the following insurance policy/coverage:

WORKER'S COMPENSATION INSURANCE: Workers' Compensation Insurance, in compliance with the applicable statutes and employers liability in the amount of not less than \$500,000 per occurrence. Such insurance shall contain a waiver of subrogation in favor of the Naval Station and the MWR Department.

COMPREHENSIVE GENERAL LIABILITY INSURANCE: Comprehensive general liability, extended to cover personal injury and contractual liability in the amount of not less than \$500,000 per occurrence for bodily injury and property damage. Such insurance shall name the Naval Station and MWR Department as additional named insurers and contain a waiver of subrogation in favor of the Naval Station and the MWR Department.

CERTIFICATES OF INSURANCE: Contractor must delivery to the MWR Department, Facilities Management Division, all Certificates of Insurance, prior to occupancy.. The certificate must state that no material change or cancellation of coverage will be effected without 30 days notice to the MWR Department.

HELPFUL PHONE NUMBERS: 011-53-99-xxxx

Air Terminal : 6204

Auto Rental: 4316

Cable Company: 2510

CDC (Childcare): 3664

Chapel: 2323

Commissary: 4911

Dental Clinic: 2239

Elementary School: 2207

Environmental Dept.: 4662

Fleet and Family Support: 4141

Harbor Patrol: 7086

High School: 3500

Hospital: 2010

Housing Office: 4172

LCN (Phone Company): 3744

Legal: 4454

MWR: 4360

Navy Exchange: 4119

Navy Lodge: 3103

PSD: 4370

Security: 4145

Vehicle Registration: 3730

Tropical Aviation airline: 4915

Lynx airline: 4106

PSD Transportation: 4850